

REQUEST FOR RECORDS RETENTION SCHEDULE

Hall of Records
CommissionSubmitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

283

PAGE
NO.

1.

1. Requesting Agency

DEPARTMENT OF PUBLIC WELFARE

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. PERSONNEL FOLDERS

Size: 8½" x 11"

Dates: 1933 - -

Quantity: 2 drawers, active

5 drawers, inactive (total 13 cubic feet)

File Arrangement: By State and county departments, and alphabetical therein

Annual Accumulation: ½ cubic foot

An individual folder is maintained by the Department for each State and county employee. In addition to this folder, each of the counties maintains a case folder for each of its employees (Schedule No. 185, Item 13).

The following records may be included in each folder:

SDPW 203 Request for Field Work Placement
SDPW 211 Notification to Report for Physical Examination
SDPW 390 Notification of Expiration of Probation
SEC 20-A Expiration of Probation
SEC 21-A Permission for leave of absence without pay
SEC 101 Application for State Employment
SEC 102 Application for State Employment
SEC 121 Charges, and Specifications (2 sheets)
SEC 122 Doctor's Certificate (filed separately as part of Monthly Leave Report)
SEC 131 Certification of Applicant for Public Employment (filing discontinued)

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Director

March 6, 1957

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/7/57
Date

Archivist

MAR 11 1957

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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SEC 133 Report of Unsatisfactory Services
SF 1 Employer's First Report of Injury and all other State Industrial Accident Commission and State Accident Fund Records which may be in the folder
Statements that absence is chargeable to sick leave
Employee evaluations
Correspondence relating to employee's recommendation, appointment, resignation, transfer, vacation, sick leave, exemptions, etc.

Personnel Record Card (SDPW form 332), containing a summary of information on individual employees, is retained permanently by the Department (Item 2).

RECOMMENDATION: RETAIN WHILE INDIVIDUAL REMAINS EMPLOYED AND FOR FIVE YEARS THEREAFTER; THEN DESTROY.

2. PERSONNEL RECORD CARDS

Form No.: SDPW 332
Size: 5" x 8"
Dates: 1933 - -
Quantity: 1 drawer active, 2 drawers inactive
(total 1 cubic foot)
File Arrangement: By State and county departments, and alphabetical therein

Personnel Record Cards are maintained by the State Department of Public Welfare for each State and county employee. Cards are utilized for verification of dates of employment, etc. when such information is requested.

Card entries show employee's name, address, department where employed, marital status, and chronologically all changes in employment classification and salary. On the reverse is a record of leave shown by month for a four-year period. Since 1953, record of leave is no longer entered on this card but is maintained on Leave Card (SEC 128-A). Record of leave maintained by county departments is entered on SDPW 332.

RECOMMENDATION: RETAIN PERMANENTLY.

**APPROVED
HALL OF RECORDS COMMISSION**

APPROVED
BOARD OF PUBLIC WORKS

MAR 11 1957

[Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.

Item

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

3. LEAVE CARD

Form No.: SEC 128-A

Size: 5" x 8"

Dates: 1953 - -

Quantity: 2 drawers or 1 cubic foot

File Arrangement: By State and county departments, and alphabetical therein

Annual Accumulation: $\frac{1}{2}$ drawer

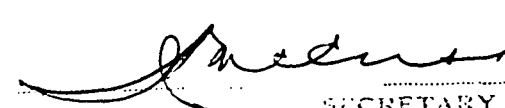
Disposable Amount: $\frac{1}{2}$ cubic foot

Audit: State

A Leave Card is prepared for each employee annually. The card shows leave taken during the year and any leave accrued and brought forward from previous years.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
HALL OF PUBLIC WORKS
11/15/57

SECRETARY